

**RETROACTIVE LABOR CHARGES**

Doe John A

12345-6

**NEW LD**

G/L KEY	Entity	Organization	Funding	Activity	Sub-Activity	Natural Class	%	\$
2149	30 tmouth Medical Sch	119 Bio Epi	177953 BioEpi Informatics	673500 Lab Service Center Operations	0000 Default	6012 SAL FACULTY REG Tenured Tenur	60.00%	\$ 600.00
2139	30 tmouth Medical Sch	119 Bio Epi	368001 Subvention DMS	231350 Dept Professional Development	0000 Default	6012 SAL FACULTY REG Tenured Tenur	40.00%	\$ 400.00
	-	-	-	-	-	-	0.00%	
	-	-	-	-	-	-	0.00%	
	-	-	-	-	-	-	0.00%	
	-	-	-	-	-	-	0.00%	
<b>New G/L Total</b>							<b>100%</b>	<b>\$ 1,000.00</b>
PTAEO KEY		Project	Task	Award	Expenditure Type	Org	%	\$
		-	-	-	-	-	0.00%	
		-	-	-	-	-	0.00%	
		-	-	-	-	-	0.00%	
		-	-	-	-	-	0.00%	
		-	-	-	-	-	0.00%	
<b>New PTAEO TOTAL</b>							<b>0%</b>	<b>\$ -</b>

End Date

**New Grand Total** 100% **\$ 1,000.00**

**PREVIOUS LD**

G/L KEY	Entity	Organization	Funding	Activity	Sub-Activity	Natural Class	%	\$
2137	30 tmouth Medical Sch	119 Bio Epi	368001 Subvention DMS	230500 Departmental Administration	0000 Default	6012 SAL FACULTY REG Tenured Tenur	25.00%	\$ 250.00
	-	-	-	-	-	-	0.00%	
	-	-	-	-	-	-	0.00%	
	-	-	-	-	-	-	0.00%	
	-	-	-	-	-	-	0.00%	
	-	-	-	-	-	-	0.00%	
<b>Old G/L Total</b>							<b>25.00%</b>	<b>\$ 250.00</b>
PTAEO KEY	N/A	Project	Task	Award	Expenditure Type	Org	%	\$
6632		502032 Calcium & Vitamin D	5000 External Funding	L00378 R01CA098286	6012 SAL FACULTY REG Tenured	138 GIM	50.00%	\$ 500.00
8532		502772 Toxic Metals - YR14	5000 External Funding	L00652 P42ES007373	6012 SAL FACULTY REG Tenured	121 CFMED	25.00%	\$ 250.00
		-	-	-	-	-	0.00%	
		-	-	-	-	-	0.00%	
		-	-	-	-	-	0.00%	
<b>Old PTAEO Total</b>							<b>75.00%</b>	<b>\$ 750.00</b>

End Date

6/30/2008

3/31/2009

**Old Grand Total** 100.00% **\$ 1,000.00**

**DARTMOUTH COLLEGE  
LABOR ACCOUNT DISTRIBUTION CHANGE & WAGE TRANSFER FORM**

Employee Full Name: **Doe, John A**      Assignment # Required: **12345-6**  
 Contact Person/Department & Date: **Angela Beaupre**      **Bio-Epi**      **6/17/2008**

**Section 1 – Labor Distribution**

Effective Date:

**Previous Labor Distribution**

End Date (if known):

**New Labor Distribution**

		GL or PTAOE number						Amount	Percent			GL or PTAOE number						Amount	Percent
G L		-	-	-	-	-	-	-			-	-	-	-	-	-	-		
		-	-	-	-	-	-	-			-	-	-	-	-	-	-		
		-	-	-	-	-	-	-			-	-	-	-	-	-	-		
		-	-	-	-	-	-	-			-	-	-	-	-	-	-		
		-	-	-	-	-	-	-			-	-	-	-	-	-	-		
P T A O E		-	-	-	-	-	-	-			-	-	-	-	-	-	-		
		-	-	-	-	-	-	-			-	-	-	-	-	-	-		
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		-	-	-	-	-	-	-			-	-	-	-	-	-	-		
		-	-	-	-	-	-	-			-	-	-	-	-	-	-		
<b>TOTALS</b>								-									-		

**Section 2 – Retroactive Labor Charges (Wage Transfer)**

Begin Date: **5/1/2008**

**Actual Labor Distribution Charged**

End Date: **6/30/2008**

**Retroactive Labor Distribution to be Charged**

		GL or PTAOE number						Amount			GL or PTAOE number						Amount
G L		30	119	368001	230500	0000	6012	250.00			30	119	177953	673500	0000	6012	600.00
		-	-	-	-	-	-	-			30	119	368001	231350	0000	6012	400.00
		-	-	-	-	-	-	-			-	-	-	-	-	-	-
		-	-	-	-	-	-	-			-	-	-	-	-	-	-
		-	-	-	-	-	-	-			-	-	-	-	-	-	-
P T A O E		502032	5000	L00378	6012A	138	500.00			-	-	-	-	-	-	-	
		502772	5000	L00652	6012A	121	250.00			-	-	-	-	-	-	-	
		-	-	-	-	-	-			-	-	-	-	-	-	-	
		-	-	-	-	-	-			-	-	-	-	-	-	-	
		-	-	-	-	-	-			-	-	-	-	-	-	-	
<b>TOTALS</b>								\$ 1,000.00									\$ 1,000.00

Supervisor/Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Dean/Executive Officer \_\_\_\_\_ Date \_\_\_\_\_

Grants and Contracts \_\_\_\_\_ Date \_\_\_\_\_

**Comments:**  
 Note as to why the funds are being moved will be placed  
 HERE!!!

- Instructions (Additional instructions on Payroll website)
- One form per employee/assignment number
  - Distribution must total 100%
  - Distribution can only contain 2 decimal place values
  - If form is incomplete/incorrect, Payroll will notify contact person
  - Any non-grant account changes for prior fiscal year must have Controllers Office approval
  - Dollar amount optional for Labor Distribution Change only
  - If using PTAOE account(s) - Transfers must be made within 90 days of the original charge.

**SUBMIT DIRECTLY TO EMPLOYEE INFORMATION SERVICES (EIS) DEPARTMENT, HB6161, 7 LEBANON ST. SUITE 309 (646-2697)  
 SEND COURTESY COPY TO OFFICE OF SPONSORED PROJECTS, HB 6210**